

AGING AND ADULT SERVICES

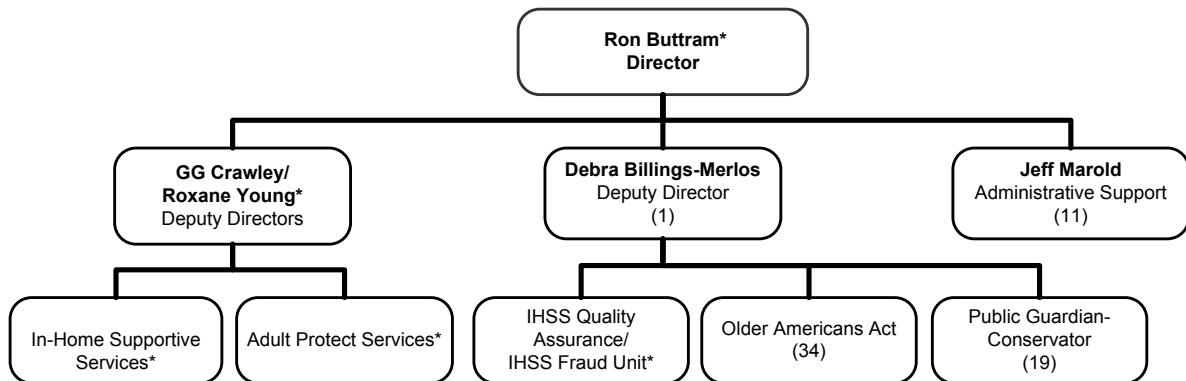
Ron Buttram

DEPARTMENT MISSION STATEMENT

The Department of Aging and Adult Services provides services to seniors, at-risk individuals, and adults with disabilities to improve or maintain choice, independence, and quality of life so they may age in place in the least restrictive environment.



ORGANIZATIONAL CHART



*Staffing is reimbursed by the Human Services Administrative Claim budget unit

2012-13 ACCOMPLISHMENTS

- Provided 369,644 congregate meals served in senior centers throughout the County and 390,462 home delivered meals to home-bound seniors.
- Contacted 15,196 individuals providing information regarding services available to seniors.
- Held the 25th Annual Adult Protective Services Multi-Disciplinary Team (MDT) Conference with over 245 attendees from various disciplines and focused on serving vulnerable populations of elders and dependent adults in San Bernardino County.
- Published the Elder Abuse Protocol, a multi-agency protocol that deals with adult protection.
- Developed a Department Speaker Bureau to provide information on all programs available to seniors and disabled adults. Department staff completed 229 presentations to various organizations on those programs.
- Received the California State Association of Counties 2012 Challenge Merit Award for the Cal Fresh Senior Outreach Partnership with Transitional Assistance Department.



COUNTY GOALS AND OBJECTIVES AND DEPARTMENT PERFORMANCE MEASURES

COUNTY GOAL: PROVIDE FOR THE HEALTH AND SOCIAL SERVICES NEEDS OF COUNTY RESIDENTS

- Objective(s):**
- *Maximize the utilization of Federal and State programs and funding to mitigate the effects of the economic downturn on county residents.*
 - *Promote public/private collaboration and projects that help to meet the health and human service needs of county residents.*

Department Strategy: • *Ensure the safety of at-risk adults and the elderly to improve or maintain quality of life.*

Measurement	2011-12 Actual	2012-13 Target	2012-13 Actual	2013-14 Target
Respond to emergency Adult Protective Services (APS) referrals within state mandated timeframes.	90%	100%	99.4%	100%

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- *Maximize the utilization of Federal and State programs and funding to mitigate the effects of the economic downturn on county residents.*
 - *Promote public/private collaboration and projects that help to meet the health and human service needs of county residents.*

Department Strategy: • *Assist seniors to maintain choices and improve quality of life by increasing knowledge and awareness of available programs and assistance.*

Measurement	2011-12 Actual	2012-13 Target	2012-13 Actual	2013-14 Target
Percentage increase of individual customers contacted annually (service information, referral for services) by Senior Information and Assistance.	16.0%	8.0%	14.1%	5.0%

Due to a decrease in funding for 2013-14, the Department anticipates only a 5% target increase in the number of individual customers contacted for Senior Information and Assistance.

COUNTY GOAL: IMPROVE COUNTY GOVERNMENT OPERATIONS

- Objective(s):**
- *Monitor and evaluate operations and implement strategies to continually improve efficiency and effectiveness.*

Department Strategy: • *Ensure Public Guardian provides timely and accurate financial support to conservatees.*

Measurement	2011-12 Actual	2012-13 Target	2012-13 Actual	2013-14 Target
Pay 85% of conservatees' bills within ten days of receipt.	81.0%	85.0%	82.9%	87%

The measure was slightly less than the target established. The causes are a change in the manner conservatee bills are processed, special orders issued in the Superior Court requiring additional handling time and frequent change of placements by the conservatees' delaying proper payments. The Department also experienced a less than full complement of staff in 2012-13.



SUMMARY OF BUDGET UNITS

2013-14					
	Requirements	Sources	Net County Cost	Fund Balance	Net Budget
General Fund					
Aging and Adult Services	8,914,746	8,914,746	0		46
Public Guardian-Conservator	903,483	286,850	616,633		19
Total General Fund	9,818,229	9,201,596	616,633		65

5-YEAR REQUIREMENTS TREND					
	2009-10	2010-11	2011-12	2012-13	2013-14
Aging and Adult Services	10,357,658	10,746,636	9,239,446	10,269,763	8,914,746
Public Guardian-Conservator	657,807	540,738	644,683	950,961	903,483
Total	11,015,465	11,287,374	9,884,129	11,220,724	9,818,229

5-YEAR SOURCES TREND					
	2009-10	2010-11	2011-12	2012-13	2013-14
Aging and Adult Services	9,156,851	9,562,605	9,239,446	10,269,763	8,914,746
Public Guardian-Conservator	135,221	353,153	232,984	325,663	286,850
Total	9,292,072	9,915,758	9,472,430	10,595,426	9,201,596

5-YEAR NET COUNTY COST TREND					
	2009-10	2010-11	2011-12	2012-13	2013-14
Aging and Adult Services	1,200,807	1,184,031	0	0	0
Public Guardian-Conservator	522,586	187,585	411,699	625,298	616,633
Total	1,723,393	1,371,616	411,699	625,298	616,633



Aging and Adult Services

DESCRIPTION OF MAJOR SERVICES

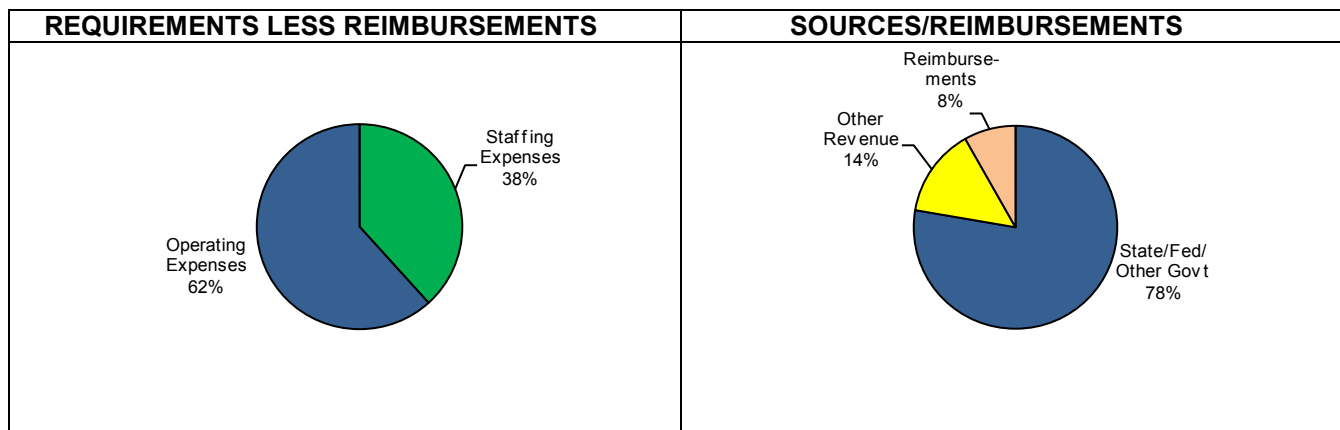
The Department of Aging and Adult Services (DAAS), under the direction of the California Department of Aging (CDA), serves as the federally designated Area Agency on Aging (AAA) for the County of San Bernardino and is responsible for administering programs under the Older Americans Act (OAA).

Budget at a Glance

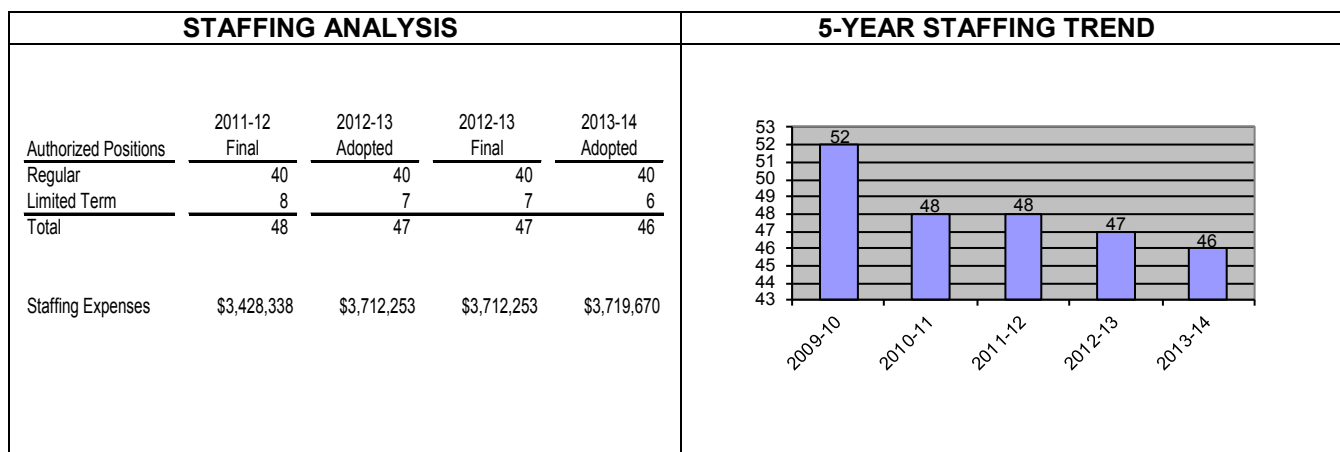
Total Requirements	\$8,914,746
Total Sources	\$8,914,746
Net County Cost	\$0
Total Staff	46
Funded by Net County Cost	0%

The Department works to ensure options are easily accessible to all older individuals and to have a visible resource where seniors can go or call for information. Programs offered by the Department include Senior Information and Assistance (SIA), Elderly Nutrition Program, Senior Community Service Employment Program (SCSEP), Senior Supportive Services, Health Insurance Counseling and Advocacy Program (HICAP), Family Caregiver Support Program (FCSP), Multipurpose Senior Services Program (MSSP), and Long-Term Care Ombudsman (OMB).

2013-14 ADOPTED BUDGET



BUDGETED STAFFING



ANALYSIS OF 2013-14 ADOPTED BUDGET

GROUP: Human Services
DEPARTMENT: Aging and Adult Services
FUND: General

BUDGET UNIT: AAF OOA
FUNCTION: Public Assistance
ACTIVITY: Administration

	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Actual	2012-13 Final Budget	2013-14 Adopted Budget	Change From 2012-13 Final Budget
Requirements							
Staffing Expenses	3,306,071	3,517,741	3,428,338	3,401,839	3,712,253	3,719,670	7,417
Operating Expenses	7,462,602	7,497,566	6,297,267	6,345,228	7,150,886	5,990,783	(1,160,103)
Capital Expenditures	0	0	0	0	0	0	0
Contingencies	0	0	0	0	0	0	0
Total Exp Authority	10,768,673	11,015,307	9,725,605	9,747,067	10,863,139	9,710,453	(1,152,686)
Reimbursements	(416,301)	(456,944)	(561,178)	(429,147)	(593,376)	(795,707)	(202,331)
Total Appropriation	10,352,372	10,558,363	9,164,427	9,317,920	10,269,763	8,914,746	(1,355,017)
Operating Transfers Out	0	0	0	0	0	0	0
Total Requirements	10,352,372	10,558,363	9,164,427	9,317,920	10,269,763	8,914,746	(1,355,017)
Sources							
Taxes	0	0	0	0	0	0	0
Realignment	0	0	0	0	0	0	0
State, Fed or Gov't Aid	9,085,037	9,511,716	7,972,198	8,276,356	8,993,231	7,544,959	(1,448,272)
Fee/Rate	64,717	50,889	0	0	0	0	0
Other Revenue	7,027	0	144,606	136,427	68,912	0	(68,912)
Total Revenue	9,156,781	9,562,605	8,116,804	8,412,783	9,062,143	7,544,959	(1,517,184)
Operating Transfers In	0	0	1,057,620	1,057,620	1,207,620	1,369,787	162,167
Total Sources	9,156,781	9,562,605	9,174,424	9,470,403	10,269,763	8,914,746	(1,355,017)
Net County Cost	1,195,591	995,758	(9,997)	(152,483)	0	0	0
Budgeted Staffing					47	46	(1)

MAJOR EXPENDITURES AND REVENUE IN 2013-14 ADOPTED BUDGET

Staffing expenses of \$3.7 million fund 40 regular positions and 6 limited term positions. Operating expenses of \$6.0 million primarily consists of obligations for contracted services for the Senior Nutrition, Supportive Services, Family Caregiver, and Multipurpose Senior Services Program programs.

Sources of \$7.5 million include revenue for the Senior Nutrition Services, Supportive Services, Family Caregiver, and the Multipurpose Senior Services Program programs.

BUDGET CHANGES AND OPERATIONAL IMPACT

In 2013-14, requirements will decrease by \$1.4 million primarily due to reductions in contracted vendor payments that are slightly offset by increases in reimbursements received from other departments. The reduction in operations is attributed to reductions in sources. DAAS has reduced staff by one limited term position in 2013-14.

Sources will decrease by \$1.4 million due to reductions in federal and state revenues resulting from sequestration budget cuts to services such as Nutrition, Supportive Services, Family Caregiver, and Senior Employment programs; elimination of one-time only Federal funds, and decreased funding for Medi-Cal Administrative Activities (MAA). The reduction of MAA funding will be offset through one-time bridge funding from Human Services. The Department will seek alternative sources to replace the bridge funds prior to approval of the 2014-15 budget.

STAFFING CHANGES AND OPERATIONAL IMPACT

Staffing expenses of \$3.7 million fund 46 budgeted positions of which 40 are regular positions and 6 are limited term positions. The recommended budget includes a decrease in positions from 47 to 46 positions due to the elimination of 1 vacant Senior Employment Program Aid position. Operations will not be affected by the reduction as work duties will be assumed by the remaining program staff.



2013-14 POSITION SUMMARY

Division	Regular	Limited Term	Total	Filled	Vacant	New	Total
Administration	12	0	12	11	1	0	12
Multipurpose Senior Services Program	10	0	10	8	2	0	10
Ombudsman	1	4	5	5	0	0	5
Senior Community Service Employment	0	2	2	2	0	0	2
Senior Information and Assistance	17	0	17	17	0	0	17
Total	40	6	46	43	3	0	46

Administration	Multipurpose Senior Services Program	Ombudsman
<u>Classification</u>	<u>Classification</u>	<u>Classification</u>
1 Deputy Director	1 Supv Social Services Practitioner	1 DAAS Program Supervisor
1 Administrative Supervisor II	4 Social Services Practitioner	1 OMB Office Manager
3 Accounting Technician	2 Social Worker II	3 OMB Field Coordinators
1 Office Assistant III	2 Public Health Nurse	5 Total
5 Staff Analyst II	1 Fiscal Assistant	
1 Secretary	10 Total	
12 Total		
Senior Community Service Employment Program (SCSEP)	Senior Information and Assistance	
<u>Classification</u>	<u>Classification</u>	
2 SCSEP Program Aides	2 DAAS Program Supervisor	
2 Total	8 Social Services Aide	
	7 Senior Information and Referral Rep	
	17 Total	



Public Guardian - Conservator

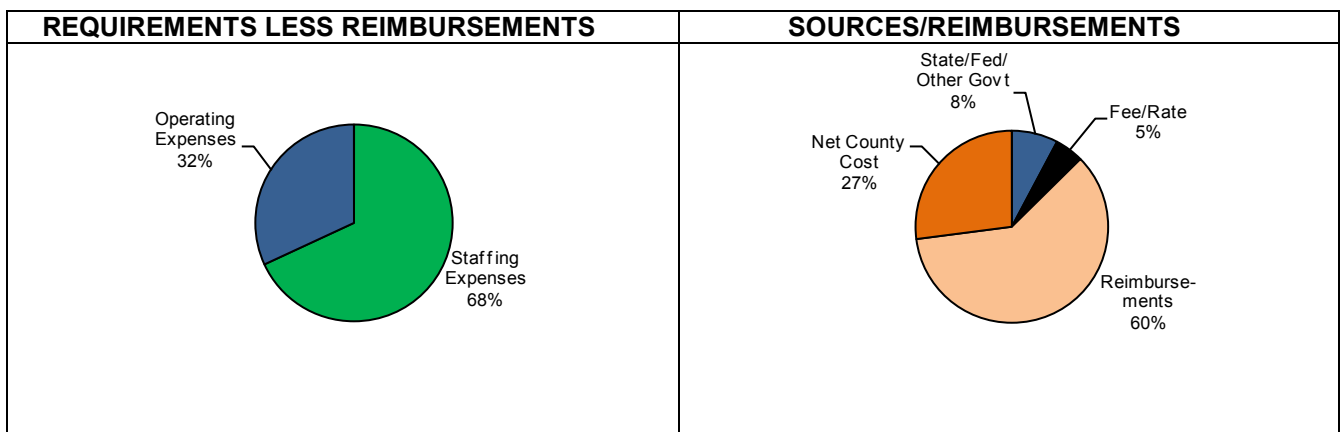
DESCRIPTION OF MAJOR SERVICES

By court appointment, the Public Guardian-Conservator acts as conservator for any individuals found to be gravely disabled or to lack capacity to manage their finances and provide their own care. A conservator has the responsibility for the conservatee's care, custody and control. The conservator determines where the conservatee lives and ensures his/her daily needs are met. Conservatees must be placed in the least restrictive placement, which may include, but is not limited to the following: medical, psychiatric, nursing, or other licensed facility or state hospital, County hospital, or United States government hospital.

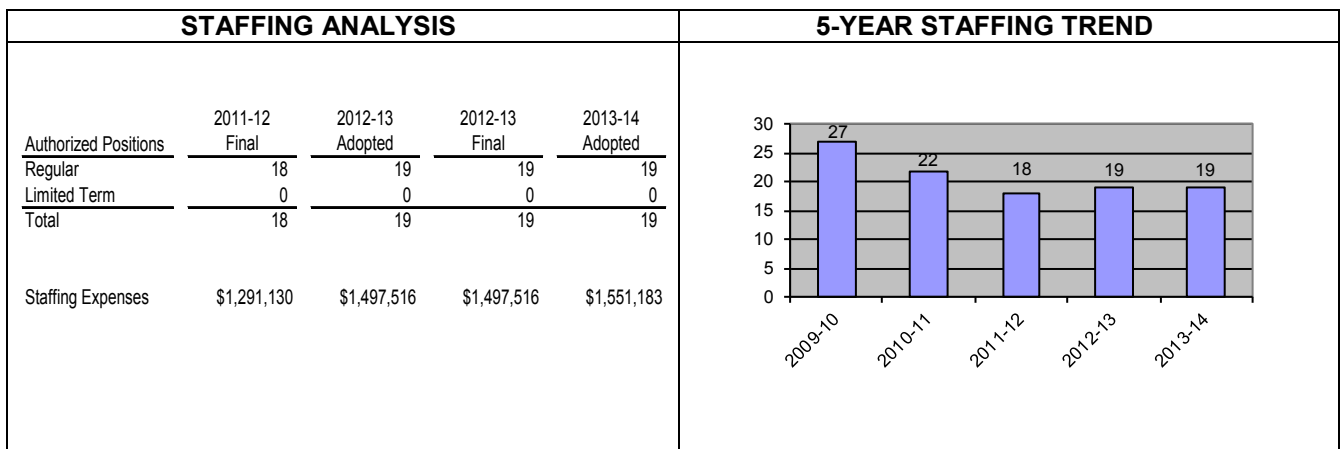
Budget at a Glance

Total Requirements	\$903,483
Total Sources	\$286,850
Net County Cost	\$616,633
Total Staff	19
Funded by Net County Cost	27%

2013-14 ADOPTED BUDGET



BUDGETED STAFFING



ANALYSIS OF 2013-14 ADOPTED BUDGET

GROUP: Human Services
 DEPARTMENT: Aging and Adult Services - Public Guardian-Conservator
 FUND: General

BUDGET UNIT: AAA PGD
 FUNCTION: Public Protection
 ACTIVITY: Other Protection

	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Actual	2012-13 Final Budget	2013-14 Adopted Budget	Change From 2012-13 Final Budget
Requirements							
Staffing Expenses	1,627,198	1,382,729	1,291,130	1,410,648	1,497,516	1,551,183	53,667
Operating Expenses	442,900	532,682	751,034	640,965	827,152	727,108	(100,044)
Capital Expenditures	0	0	0	0	0	0	0
Contingencies	0	0	0	0	0	0	0
Total Exp Authority	2,070,098	1,915,411	2,042,164	2,051,613	2,324,668	2,278,291	(46,377)
Reimbursements	(1,412,292)	(1,374,673)	(1,397,484)	(1,358,597)	(1,373,707)	(1,374,808)	(1,101)
Total Appropriation	657,806	540,738	644,680	693,016	950,961	903,483	(47,478)
Operating Transfers Out	0	0	0	0	0	0	0
Total Requirements	657,806	540,738	644,680	693,016	950,961	903,483	(47,478)
Sources							
Taxes	0	0	0	0	0	0	0
Realignment	0	0	0	0	0	0	0
State, Fed or Gov't Aid	(17,500)	242,767	97,054	146,672	200,113	176,850	(23,263)
Fee/Rate	152,304	109,742	135,416	96,316	125,000	110,000	(15,000)
Other Revenue	416	643	514	179	550	0	(550)
Total Revenue	135,220	353,152	232,984	243,167	325,663	286,850	(38,813)
Operating Transfers In	0	0	0	0	0	0	0
Total Sources	135,220	353,152	232,984	243,167	325,663	286,850	(38,813)
Net County Cost	522,586	187,586	411,696	449,849	625,298	616,633	(8,665)
Budgeted Staffing					19	19	0

MAJOR EXPENDITURES AND REVENUE IN 2013-14 ADOPTED BUDGET

Major expenditures and revenue represent the following:

- Staffing expenses of \$1.6 million will fund 19 budgeted positions.
- Reimbursements of \$1.4 million represent funding received primarily from the Department of Behavioral Health for conservatee case costs and from the Sheriff/Coroner/Public Administrator for reimbursement of warehouse operation costs.
- State/federal/other government aid revenue of \$176,850 represents reimbursement for Medi-Cal Administrative Activities (MAA) and AB109 Criminal Justice Realignment and SB90 Mandate.
- Fee/rate revenue of \$110,000 represents Court-ordered fees paid to the Department from the estates of conservatees.

BUDGET CHANGES AND OPERATIONAL IMPACT

Staffing expenses will increase by \$53,667 in part due to increased retirement costs and a fully budgeted Supervising Deputy Public Guardian position. Operating expenses will decrease by \$100,044 primarily due to reductions to COWCAP and transfers out for shared administrative costs with DAAS and other HS divisions. There will be no operational impact as a result of these expenditure changes.

Budgeted sources will decrease by \$38,813 as a result of reduced revenues received for the AB109 Criminal Justice prisoner release program and fee revenue received from conservatees. Decreased sources are offset by decreased expenditures and the Department foresees no operational impact.



STAFFING CHANGES AND OPERATIONAL IMPACT

Staffing expenses of \$1.6 million will fund 19 budgeted regular positions and includes a Supervising Deputy Public Guardian position that was partially funded in 2012-13. There will be no staffing level adjustments in 2013-14.

2013-14 POSITION SUMMARY

Division	Regular	Limited Term	Total	Filled	Vacant	New	Total
Public Guardian - Conservator	19	0	19	19	0	0	19
Total	19	0	19	19	0	0	19

Public Guardian - Conservator

Classification

1	Chief Public Guardian
6	Deputy Public Guardian
2	Estate Property Specialist
1	Fiscal Assistant
1	Fiscal Specialist
3	Office Assistant III
1	Social Service Aide
1	Social Service Practitioner
1	Staff Analyst II
1	Supervising Office Assistant
1	Supv. Deputy Public Guardian I
19	Total

